



## Reviewing and Signing a Performance Plan – Employee

- Reviewing a Performance Plan ..... 1
- Signing a Performance Plan ..... 4

### ➤ Reviewing a Performance Plan

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal:  
<https://hr.nasa.gov/>

**Note:** SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

2. Click the **Plan Summary** tab (if not already selected)
3. Click **Start**

Supervisor View

Awards

Your Performance Plan

Plan Summary

Track Accomplishments

Progress Review(s)

Final Rating

Historical Plans

Rating Official: **Karen Koch (B4)**

Reviewing Official: **David Ledoux (B4)**

Welcome to your draft performance plan, created by your Rating Official. On the next pages, you will have the opportunity to review and/or provide feedback on the following components of the draft performance plan:

- Critical Element(s)
- Performance Standards and Indicators

When you have finished reviewing, indicate your response to each element then click the notify supervisor button.

Start

4. Review the Critical Element and the related performance standards and indicators (**Repeat Steps 4 - 6 for each Critical Element and its related performance standards and indicators**)

Critical Element

Click to Collapse

Supervisory Competencies

Agency Required

Rating Level	Performance Standards and Indicators
	<p>Substantively Exceeds Expectations Performance Indicators</p> <p>Indicators are <i>examples</i> of performance at this level, not all inclusive lists or "must meet" requirements</p> <p>Leading and Managing</p> <ol style="list-style-type: none"><li>1. Communicates effectively to facilitate adaptation to controversial or difficult changes; executes change management strategies that are particularly efficient/effective, or that benefit individuals beyond immediate organization.</li><li>2. Fosters collaboration and teamwork across non-traditional boundaries to achieve innovative and effective solutions to difficult problems.</li><li>3. Manages programs and subordinates to achieve a high level of mission success, effectiveness and/or customer satisfaction.</li><li>4. Anticipates and proactively/effectively addresses employee and/or team needs for information and support to maintain high degree of agility.</li><li>5. Inspires a high level of morale in the supervised organization, even in times of turmoil/peak workload, exceptionally short deadlines, or significant staff shortages.</li><li>6. Exemplary management recognized through sources such as customer or employee-provided feedback.</li><li>7. Proactively takes on and successfully resolves employee problem situations (e.g., misconduct, chronic poor attendance, interpersonal conflicts) that are particularly difficult, intractable or sensitive.</li></ol>

**5. Record your review using one of the following options:**

	<p><b>Equal Opportunity and Diversity/Inclusion</b></p> <ol style="list-style-type: none"> <li>1. Promotes and leads an inclusive work environment in which employees are valued/respected for individual and cultural differences and their talents are fully utilized.</li> <li>2. Internal and external interactions are respectful, appropriately cooperative and flexible, and facilitate the open exchange of ideas and opinions from diverse groups; so as to establish trust and to foster cooperation and knowledge sharing. Encourages and expects employees to do likewise.</li> <li>3. Makes supervisory decisions (e.g., hiring, work assignments, performance ratings, awards, promotions, training and development selections, etc.) fairly and without discrimination.</li> <li>4. Promotes a work environment that is free of discrimination, harassment, and retaliation of any kind, and accessible to individuals with disabilities.</li> <li>5. Ensures timely completion of required equal employment opportunity (EEO) training by self and employees.</li> <li>6. Cooperates in discrimination complaint processes; and timely and appropriately responds to reasonable accommodation requests, complaints under the Anti-Harassment Policy, etc.</li> <li>7. Addresses conflicts and complaints in a constructive manner, to include participating (when appropriate and feasible) in informal and/or formal dispute resolution activities/processes.</li> <li>8. Participates in, and encourages employees to participate in, EEO and diversity/inclusion activities (e.g., cultural events, surveys).</li> </ol>
1	Fails to Meet Expectations Performance Indicators (optional)

Employee  
Comment:

## Employee Review

- ☐ I have reviewed the above Critical Element and the related performance standards and indicators - I have no comments.
- ☐ I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators.

[View/Print Full Plan](#)

Cancel

**Save and Continue**

**a. Provide feedback**

- i. Click the radio button next to **I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators**
- ii. Enter your comments in the **comments** text field

I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators.

Indicate any comments to the above critical element in the space provided below and press save.

Format Font Family Font Size

View/Print Full Plan Cancel Save and Continue

- iii. Click **Save and Continue**

**b. Do not provide feedback**



# SPACE

Standard Performance Appraisal Communication Environment

- i. Click the radio button next to **I have reviewed the above Critical Element and the related performance standards and indicators – I have no comments**

## Employee Review

- ☒ I have reviewed the above Critical Element and the related performance standards and indicators - I have no comments.
- ☐ I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators.

View/Print Full Plan

Cancel

Save and Continue

- ii. Click **Save and Continue**

6. Click **Save Record**

7. Click **Notify Supervisor**

Supervisor View Awards Your Performance Plan

Plan Summary

Track  
Accomplishments







Progress Review(s)

Final Rating

Historical Plans

Rating Official: **Karen Koch (B4)**

Reviewing Official: **David Ledoux (B4)**

Critical Element		Reviewed By Employee
	1. Supervisory Competencies	Agency Required <input checked="" type="checkbox"/>
	2. Employee Performance Management under EPCS	Agency Required <input checked="" type="checkbox"/>
	3. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment <input checked="" type="checkbox"/>
	4. Develops, delivers, manages, and maintains HR information systems.	<input checked="" type="checkbox"/>
	5. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment <input checked="" type="checkbox"/>
	6. Develops, delivers, manages, and maintains HR information systems.	<input checked="" type="checkbox"/>

Position Description

View/Print Full Plan

Notify Supervisor



# SPACE

Standard Performance Appraisal Communication Environment

## ➤ Signing a Performance Plan

1. Log into SPACE using the Systems Launcher on the Human Resources (HR) Portal:

<https://hr.nasa.gov/>

**Note:** SPACE must be accessed from a NASA computer or via Virtual Private Network (VPN).

2. Click the **Plan Summary** tab (if not already selected)
3. As needed, click **View** next to each Critical Element to view the Critical Element, and the related performance standards and indicators

Supervisor View | Awards | Your Performance Plan

Plan Summary | Track Accomplishments | Progress Review(s) | Final Rating | Historical Plans

Rating Official: **Karen Koch (B4)** | Reviewing Official: **David Ledoux (B4)**

	Critical Element	Requirement	Reviewed By Employee
<b>View</b>	1. Supervisory Competencies	Agency Required	✓
<b>View</b>	2. Employee Performance Management under EPCS	Agency Required	✓
<b>View</b>	3. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment	✓
<b>View</b>	4. Develops, delivers, manages, and maintains HR information systems.		✓
<b>View</b>	5. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment	✓
<b>View</b>	6. Develops, delivers, manages, and maintains HR information systems.		✓

Position Description | View/Print Full Plan | Employee Signature

**Equal Opportunity and Diversity/Inclusion**

1. Promotes and leads an inclusive work environment in which employees are valued/respected for individual and cultural differences and their talents are fully utilized.
2. Internal and external interactions are respectful, appropriately cooperative and flexible, and facilitate the open exchange of ideas and opinions from diverse groups; so as to establish trust and to foster cooperation and knowledge sharing. Encourages and expects employees to do likewise.
3. Makes supervisory decisions (e.g., hiring, work assignments, performance ratings, awards, promotions, training and development selections, etc.) fairly and without discrimination.
4. Promotes a work environment that is free of discrimination, harassment, and retaliation of any kind, and accessible to individuals with disabilities.
5. Ensures timely completion of required equal employment opportunity (EEO) training by self and employees.
6. Cooperates in discrimination complaint processes; and timely and appropriately responds to reasonable accommodation requests, complaints under the Anti-Harassment Policy, etc.
7. Addresses conflicts and complaints in a constructive manner, to include participating (when appropriate and feasible) in informal and/or formal dispute resolution activities/processes.
8. Participates in, and encourages employees to participate in, EEO and diversity/inclusion activities (e.g., cultural events, surveys).

1 Fails to Meet Expectations Performance Indicators (optional)

Employee Comment:

✓ I have reviewed the above Critical Element and the related performance standards and indicators. I have no comments.

Previous Page



# SPACE

Standard Performance Appraisal Communication Environment

4. Click [Employee Signature](#)

5. Click [Confirm](#)

[Supervisor View](#) [Awards](#) [Your Performance Plan](#)

[Plan Summary](#) [Track Accomplishments](#) [Progress Review\(s\)](#) [Final Rating](#) [Historical Plans](#)

Rating Official: **Karen Koch (B4)**

Reviewing Official: **David Ledoux (B4)**  
Reviewed By

	Critical Element	Requirement	Employee
<a href="#">View</a>	1. Supervisory Competencies	Agency Required	<input checked="" type="checkbox"/>
<a href="#">View</a>	2. Employee Performance Management under EPCS	Agency Required	<input checked="" type="checkbox"/>
<a href="#">View</a>	3. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment	<input checked="" type="checkbox"/>
<a href="#">View</a>	4. Develops, delivers, manages, and maintains HR information systems.		<input checked="" type="checkbox"/>
<a href="#">View</a>	5. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment	<input checked="" type="checkbox"/>
<a href="#">View</a>	6. Develops, delivers, manages, and maintains HR information systems.		<input checked="" type="checkbox"/>

[Position Description](#)

[View/Print Full Plan](#)

[Employee Signature](#)

[Position Description](#)

[View/Print Full Plan](#)

[Employee Signature](#)

## Employee Signature

By clicking the confirmation button located below, I certify that I am Gail Brown (B401) and that my Rating Official provided my Performance Plan for performance year 2014 to me, and conducted a discussion with me regarding the critical elements and performance standards/indicators therein.

[Cancel](#)

[Confirm](#)